

COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH

**EMERGENCY OUTREACH BUREAU
Law Enforcement Mental Health
Case Assessment Management Program**

**VACANCY ANNOUNCEMENT
Clinical Psychologist II**

This position will work a 4/40 schedule within the City of Los Angeles and will work in partnership with the Los Angeles Police Department to manage cases that involve:

1. Persons with history of violent criminal activity caused by mental illness.
2. Persons with history of mental illness that has caused numerous responses by law enforcement and the deployment of substantial police resources; responses by mental health emergency services and/or abuse 911 system.
3. Prevent unnecessary incarceration and/or hospitalization of persons with mental illness.
4. Provide alternate care in the least restrictive environment through a coordinated and comprehensive system-wide approach.
5. Persons enrolled in the State of California, Department of Mental Health, Conditional Release Program (ConRep).
6. Mentally ill prohibited possessors (to ensure the security of all known firearms).
7. Persons responsible for the response of SWAT and/or high profile tactical operations
8. Persons involved in acts of targeted school violence.

EXAMPLE OF DUTIES:

1. Provide outreach, engagement, and linkage services within the City of Los Angeles to persons who have or are at risk for mental illness.
2. Development of Plan of Action for the identified individual who are mostly high utilizers of emergency services, high risk and difficult to manage in a regular DMH Program.
3. Establishing relationship with these individuals, their families and case workers, so as to be able to successfully interrupt their negative behavior patterns.
4. Provide case consultation and liaison with DMH Mental Health Court, defense Attorneys, Judges, Conservators, and other Law Enforcement personnel to find an appropriate disposition for these individuals.
5. Participate in the Triage/Review of CAMP referrals to determine referral source, referral reason, CAMP criteria, determine appropriate levels of Risk.
6. Work closely with civil and criminal justice system through Mental Health Court Linkage staff.
7. Assist Clients and their families to seek Conservatorship when clients' mental health condition is causing impairments in their lives to make appropriate decisions.

Qualified individuals holding title to the above position should fax or email their current resume, last two (2) years master time records and last two (2) Performance Evaluations to **Charles Lennon on or before March 15, 2016 via email at Clennon@dmh.lacounty.gov**

For additional information, please contact Charles Lennon LCSW Program Manager at 213-996-1347 or 213-996-1340 or 1350 or via email @ Clennon@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH
Edelman Adult Mental Health Center
Full Service Partnership
TRANSFER OPPORTUNITY**

THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

COMMUNITY WORKER

Edelman Adult Mental Health Center currently has an opening for a Community Worker to join a Full Service Partnership Team. This position will be part of a multi-disciplinary field-based team which will provide services to clients in order to directly support recovery. The program's target population includes individuals who are homeless, experience contact with criminal justice system, and or frequent psychiatric hospitalizations. The Community Worker will work closely with other team members as well as interact with members of the public and/or local community.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Conducting outreach to individuals as a member of the triage team
- Assisting individuals with linkage and/or placement to shelters and other homeless resources
- Assisting individuals with linkage to the appropriate mental health service provider
- Assisting individuals with linkage to housing resources
- Providing para-professional counseling as a member of the triage team
- Participating in case consultations
- Documenting all direct contacts and outreach efforts
- Other duties as assigned by the Program Supervisor

DESIRABLE QUALIFICATIONS:

- Experience with street or field-based outreach to homeless individuals
- Ability to be flexible with evolving program needs and work duties
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies, and consumer partners
- Good time management and organizational skills
- Knowledge of community resources
- Knowledge of IBHIS

Interested individuals holding the title to the above position are encouraged to fax/submit their resume, last two (2) Performance Evaluations and last two (2) years of master time records by **March 16, 2016** to:

Nilsa Gallardo, Psy.D.
MH Clinical Program Manager II
ngallardo@dmh.lacounty.gov
Fax: 310-231-0684



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

211 West Temple Street, Suite 200 • Los Angeles, CA 90012

T: (213) 257-2700 • F: (213) 633-0904



Career Transfer Opportunity Restricted to Permanent Employees of Los Angeles County

PARALEGAL

Bureau of Prosecution Support Operations

Community Prosecution Division, Restitution Enhancement Program

ABOUT THE POSITION: The Office of the District Attorney is seeking a highly motivated, well-organized, and professional individuals to fill Paralegal vacancies located in Van Nuys, San Fernando, Pasadena and the Antelope Valley in the Bureau of Prosecution Support, Community Prosecution Division, Restitution Enhancement Program. This position requires that a Paralegal who works in a line operation would assist Deputy District Attorneys by establishing direct contact with victims of crime (and their families or representatives) to obtain and report information regarding economic loss as a result of crime. Duties include reviewing DA case files; making victim contact; accessing computer databases (PIMS, TCIS, etc.) for the purpose of determining restitution amounts; legal research drafting motions; filing abstracts; and communicating with deputy district attorneys and court personnel. Additional duties include writing letters and memoranda, analyzing victim loss documentation, and handling a high volume of calls and letters from victims. This position provides a unique opportunity to assist victims in a very direct manner.

DESIRABLE QUALIFICATIONS:

- Excellent oral and written communication, grammar, and language skills.
- Excellent computer skills.
- Excellent organizational skills.
- Meticulous attention to detail.
- Ability to accurately identify legal issues.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Ability to work independently and cooperatively within a team.
- Ability to interact effectively with the public, crime victims, law enforcement, court personnel, judicial agencies, and state and local agencies who collect and distribute restitution.
- Proficient in computer programs (TCIS, PIMS, etc.).

ACCEPTING RESUMES FROM: Only permanent employees of Los Angeles County currently holding the payroll title of Paralegal and those who are on the current Paralegal certification list may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, and copies of the last two performance evaluations (if applicable). Only the most qualified individuals will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Tracy Anderson
Supervising Paralegal
11701 Alameda Street, Room 3285
Lynwood, CA. 90262
Telephone: (323) 357-5353
Fax: (323) 357-7352
E-mail: tanderson@da.lacounty.gov

NO LATER THAN: WEDNESDAY, MARCH 23, 2016

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****



COUNTY OF LOS ANGELES
invites applications for the position of:

PATIENT FINANCIAL SERVICES WORKER

SALARY: \$3,305.18 - \$4,323.82 Monthly
\$39,662.16 - \$51,885.84 Annually

OPENING DATE: 03/03/16

CLOSING DATE: 03/18/16 05:00 PM

POSITION/PROGRAM INFORMATION:



DEPARTMENTAL PROMOTIONAL JOB OPPORTUNITY

RESTRICTED TO PERMANENT EMPLOYEE OF THE DEPARTMENT OF MENTAL HEALTH WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- 1) Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- 2) Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

FILING DATES

03/07/2016 AT 8:00 A.M. to 03/18/2016 at 5:00 P.M.

EXAM NUMBER

b91936

Positions allocable to this class typically have primary responsibility for interviewing patients or their relatives and/or representatives for the purpose of determining patients' eligibility for Medi-Cal and a variety of other healthcare programs, including the actual preparation/completion of applications for various governmental healthcare programs. Positions in this class assist patients in identifying any personal financial resources they may have which will enable them to pay for healthcare services and/or to develop mutually acceptable payment plans.

ESSENTIAL JOB FUNCTIONS:

- Interviews patients or their relatives and/or representatives to obtain financial and other eligibility data and assists patients in preparing, completing, and processing Medi-Cal and other healthcare program applications.
- Collects data and enters patient information into the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) system, as well as other information systems.

- Interprets provisions and requirements of the various governmental healthcare programs to provide a plan that is beneficial to the patient and the department.
- Analyzes financial and eligibility data and reviews medical records to establish patient eligibility for a variety of federal, State and County healthcare programs, such as Medi-Cal, Ability-to-Pay Plan, and Outpatient Reduced-Cost Simplified Application; completes the necessary documents within time limits specified by the appropriate governmental agency.
- Determines patients' financial ability to reimburse the County for healthcare services; interviews and corresponds with patients, responsible relatives and/or representatives, attorneys, employers, agencies, and insurance companies to obtain, verify, or clarify information, and explains County policies; secure payments and arrange payment plans as needed.
- Reviews and evaluates a wide variety of deeds, life insurance policies, negotiable securities, and miscellaneous assets to determine their value; obtains assignments of insurance benefits and third party liability liens.
- Determines whether patients have healthcare coverage and identifies the billable resource(s) for collection.
- Identifies problem situations and refers patients to other hospital departments, agencies, or community resources when appropriate.
- Review patients' files to pursue the collection of delinquent accounts receivable; recommend, when appropriate, temporary or permanent suspension of accounts or transfer delinquent accounts to collection services for further follow-up as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS

Two years of experience as a Patient Resources Worker* interviewing patients or their relatives and/or representatives to determine patients' financial resources to pay for healthcare services.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS: 2 - Light. Light physical effort which may include occasional light lifting to a 10 pounds limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION

* To qualify, applicant must currently hold, or have held the Los Angeles County payroll title of Patient Resources Worker for the required period of time. No withhold will be allowed. No Out-of-Class experience or Verification of Experience Letters will be accepted for this examination.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT: This examination will consist of two parts.

Part I: An *Evaluation of Experience* based upon application information weighted 50%, and

Part II: An *Appraisal of Promotability* weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication, adaptability and dependability, work habits and attitudes, problem solving, and personal and public relations.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on eligible list.

ELIGIBILITY INFORMATION

The name of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

VACANCY INFORMATION

The resulting eligible list will be used to fill vacancies in the Los Angeles County Department of Mental Health.

AVAILABLE SHIFT: Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

SPECIAL INFORMATION

Past and present mental health client and family members are encouraged to apply.

APPLICATION AND FILING INFORMATION

Application must be filed online only. All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission). Applications submitted by U.S mail, fax, or in person will not be accepted. We must receive your application by 5:00 pm, PST, on or before the last day of filing.

INSTRUCTIONS FOR FILING ONLINE

Apply online by clicking on the "Apply" tab for this posting once filing starts. You can also track the status of your application using this website.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. Utilizing verbiage from bulletin, class specifications, and selection requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified.

Resumes or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. If you are unable to upload required documents to online application, you must email them to exams@dmh.lacounty.gov within fifteen (15) calendar days of online filing date. Please include the exam number and the exam title in the subject line.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. **Falsification of any information may result in disqualification or rescission of appointment.**

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Department Contact Name: My Luu, Exam Analyst
Department Contact Phone: 213-972-7037 or 213-972-7034
Department Contact Email: exams@dmh.lacounty.gov

ADA Coordinator Phone: 213-972-7034

Teletype Phone: 800-735-2922

California Relay Services Phone: 800-735-2922

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to

COUNTY OF LOS ANGELES
Employment Information

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Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; - or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other

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b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for

than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3

COUNTY OF LOS ANGELES
Employment Information

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any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #b91936
PATIENT FINANCIAL SERVICES WORKER
ML

Los Angeles, CA 90010

PATIENT FINANCIAL SERVICES WORKER Supplemental Questionnaire

- * 1. This examination is restricted to current permanent full-time employee of the Los Angeles County Department of Mental Health. Please indicate if you are a Department of Mental Health employee.
 - Yes, I am a current permanent full-time employee of the Department of Mental Health
 - No, I am not a current permanent full-time employee of the Department of Mental Health
- * 2. Do you currently hold, or have held, the Los Angeles County payroll title of Patient Resources Worker?
 - Yes
 - No
- * 3. If you answer YES to question #2, please indicate the Patient Resources Worker job appointment date.
- * Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE**

TRANSFER OPPORTUNITY

**PSYCHIATRIC SOCIAL WORKER I/II
TIES for Families – South Bay**

RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

TIES for Families is seeking a highly-motivated, organized and clinically-competent individual to fill the full-time position of Psychiatric Social Worker I/II to work with children and families. Experience with the birth to five population and associated evidence based practices as well as adoption and foster care is desirable. TIES (Training, Intervention, Education, Service) is a Community-defined Evidence-based Treatment that facilitates the adoption of children ages birth to 18 who are in foster care when return to their birth parents is not possible. Services are offered as children are transitioned to an adoptive home to promote attachment and avoid escalation of behavior problems. Services available following placement include: (1) medical consultation, (2) educational consultation and advocacy, (3) developmental, psychological, psycho-educational, psychiatric/medication evaluations, (4) individual/family counseling, and (5) support and therapy groups for parents and children. Evidence-based treatments are emphasized within a framework that promotes strength based and culturally competent interventions that promote secure attachment. The clinic also serves birth families who are seeking to reunify with their children who are in foster care or who are at risk of having their children detained by child welfare. TIES for Families is part of Project ABC to provide services to children birth through five within a system of care that is family driven and culturally competent. The clinic provides Multidisciplinary Assessment Team (MAT) evaluations for newly detained children in foster care.

RESPONSIBILITIES:

- ✚ Provide comprehensive psychosocial assessment of child and family.
- ✚ Provide direct service, including, individual, family and group therapy, case management, and consultation. Some field work in the home or school may be required and possibly MAT assessments.
- ✚ Coordinate consultations with other TIES disciplines and present findings to prospective adoptive parents pre-placement. Follow with timely interdisciplinary report that includes assessment findings and recommendations.
- ✚ Interface with Department of Children and Family Services (DCFS), Department of Health Services (DHS), DMH, school, Regional Center or other community agencies within the children's system of care.
- ✚ Attend Individualized Education Plan (IEP) meetings, DCFS Team Decision-making (TDM) and other pertinent meetings to advocate for child.
- ✚ Maintain quality assurance with regard to federal/state/DMH billing and documentation requirements.

DESIRABLE QUALIFICATIONS:

- ✚ Excellent oral and written communication skills.
- ✚ Bilingual Spanish language proficiency. Cultural competency
- ✚ Experience with birth to five population.
- ✚ Work well with multidisciplinary team.
- ✚ Trained in child/family evidence based treatments

- ✦ Clinical experience providing mental health services to children ages birth to five in foster care, or who have experienced trauma or abuse.
- ✦ Ability to establish collaborative working relationships with individuals in DCFS and DMH clinical programs, as well as, with contracted providers. Knowledge of services available for children within Service Area 8.
- ✦ Familiarity with child development, foster care, grief and loss issues, adoption and attachment.
- ✦ Knowledge of evidence-based treatments for children and adolescents.
- ✦ Experience providing field-based services, such as, home visiting, multi-disciplinary teams, and children's system of care.
- ✦ Organized individual with the ability to maintain clinical caseload and stay current with reports, billing and all other DMH paperwork.

Interested applicants holding the title of Psychiatric Social Worker II or Psychiatric Social Worker I should submit their resume, last two Performance Evaluations and last year of master time card records by March 25, 2016 to:

Karen Rathburn, PhD MH Clinical Program Manager
TIES for Families – South Bay
21081 Western Avenue, Suite 295, Torrance, CA 90501
Telephone: (310) 533-6600
Fax: (310) 787-9035
krathburn@dmh.lacounty.gov

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
WEST CENTRAL FAMILY MENTAL HEALTH CENTER – SERVICE AREA 6**

TRANSFER OPPORTUNITY

SENIOR TYPIST CLERK

West Central Mental Health Center is seeking a highly motivated and experienced individual to fill our Senior Typist Clerk vacancy. West Central Mental Health Center is located at 3751 Stocker Street, Los Angeles, CA 90008, and is in walking distance from the Baldwin Hills Crenshaw Plaza.

ESSENTIAL JOB FUNCTIONS:

- ◆ Supervises clerical support unit engaged in receptionist duties and updating client information in the Integrated Behavioral Health System (IBHIS)
- ◆ Ensures that all clerical support procedures, standards, and policies are met;
- ◆ Performs as IBHIS Super User and provides training to clerical staff on IBHIS
- ◆ Monitors and reconciles IBHIS and IS reports, i.e., Medi-Cal Unbilled Report, Pre-Posting, and Attestation
- ◆ Performs specialized tasks on computer to input data, perform computations, or produce documents to respond to departmental inquires with highly specialized data
- ◆ Creates spreadsheets, runs, productivity reports and various other performance data to assist with clinic operations

DESIRABLE QUALIFICATIONS:

- ◆ Strong verbal and written communication skills;
- ◆ Strong time management and organization skills;
- ◆ Strong interpersonal skills and able to communicate effectively with departmental staff, community agencies and the public;
- ◆ Ability to multi-task, prioritize multiple assignments and meet deadlines;
- ◆ Experience with Outlook and creating Excel documents and other spreadsheets;
- ◆ Ability to work independently and attend to details and to follow through on instructions;
- ◆ Ability to be flexible with new and evolving program needs and work duties.

Interested individuals who currently hold the payroll title of Senior Typist Clerk should email: Detailed resume, last two (2) Performance Evaluations, and last two (2) years of master time sheets by April 1, 2016 to:

Ruth Burgher-Gibore, LMFT
Mental Health Clinical Program Head
West Central Family Mental Health Center – Service Area 6
3751 Stocker Street
Los Angeles, CA 90008
FAX: (323) 292-0053
rburghergibore@dmh.lacounty.gov

***THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
AN EQUAL OPPORTUNITY EMPLOYER***



COUNTY OF LOS ANGELES
invites applications for the position of:

SUPERVISING DEPUTY PUBLIC CONSERVATOR/ADMINISTRATOR I

SALARY: \$4,832.00 - \$6,337.46 Monthly
\$57,984.00 - \$76,049.52 Annually

OPENING DATE: 03/08/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

Department of Mental Health
Exam Number: b1485C
First Day of Filing: 03/09/2016
Open Competitive Job Opportunity
**This examination will remain open until the need of the
service are met and is subject without prior notice.**

DEFINITION:

Supervises Deputy Public Conservator/Administrators engaged in the investigation and administration of conservatorships and guardianships, or the estates of decedents, conservatees, and wards that are referred to and fall within the jurisdiction of the Public Guardian.

CLASSIFICATION STANDARDS:

Positions allocable to this class that are located at the Public Guardian provide administrative and technical supervision to a group of Deputy Public Conservator/Administrator positions engaged in the investigation and evaluation of the eligibility of prospective conservatees and wards for public conservatorship or guardianship, in order to determine if such is in the best interest of the person and is within the jurisdiction of the Public Guardian. Incumbents supervise the planning, coordination, and authorization of placement, mental and physical health treatment, personal care, and social welfare of conservatees and wards adjudged to be mentally incompetent or disabled and unable to manage their own affairs. Positions also supervise the overall management of the estates of conservatees, including protection, collection, inventory, appraisal, and lawful sale or distribution of real and related property necessary to meet the needs of the conservatee and satisfy the debts of the conservatorship.

These positions require working knowledge of the principles of supervision and comprehensive knowledge of operational policies governing public probate administration and public conservatorship and guardianship in order to plan, coordinate, direct, and evaluate the work of subordinates.

ESSENTIAL JOB FUNCTIONS:

Supervises Deputy Public Conservator/Administrators engaged in the investigation of conservatorship, guardianship, or Public Administrator referrals and the management of the care of conservatees and wards.

Supervises Deputy Public Conservator/Administrators and ancillary staff engaged in the marshalling, inventory, warehousing, and sale of personal property of decedents, conservatees and wards or in the management and sale of real property and related assets.

Assigns, reviews, and evaluates the work of staff; advises subordinates on problem cases; provides guidance in conservatorship, guardianship, or investigation.

Recommends legal action, sale of assets, or other financial transactions that would result in benefits to conservatees, wards, or the County.

Confers with conservatees and wards, their relatives, attorneys, heirs-in-law, or other interested persons regarding the care, protection, placement, or financial affairs of conservatees and wards.

Represents the department before community groups and agencies to provide information on the programs and services provided by the Public Administrator or the Public Guardian.

Participates in and conducts in-service training programs and staff development activities.

Supervises, participates in, and assists with the entering and retrieving of information via computer terminal in connection with the investigation and administration of conservatorships or guardianships.

Assists in the formulation, preparation, and composition of policies and procedures.

Supervises clerical support staff in connection with conservatorship or guardianship services.

Coordinates the work of subordinate staff with that of other units and divisions.

Performs any of the duties of a Deputy Public Conservator/Administrator, as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION I: One year of experience in conservatorship, guardianship, or investigation at the level of Los Angeles County's class of Senior Deputy Public Conservator/Administrator*.

-OR-

OPTION II: Two years of experience in conservatorship, guardianship, or investigation at the level of Los Angeles County's class of Deputy Public Conservator/Administrator II**.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

OTHER REQUIREMENTS:

Compliance with continuing education requirements as established by the California State Association of Public Administrators, Public Guardians, and Public Conservators, per California Probate Code Sections 2923 and 7605.

Appointee must be a citizen of the United States of America at the time of appointment, per U.S. Government Code sections 7, 241, 1020, 1194, 24000, 24001, 24100, 24101, 30017; and Los Angeles County Code, Title 2, Chapter 2.04, section 2.04.030.

SPECIAL REQUIREMENT INFORMATION:

*Experience at the level of Senior Deputy Public Conservator/Administrator in the County of Los Angeles is defined as performing the more difficult and sensitive investigations and administration of conservatorships and guardianships, conservatees, and wards, that are referred to and fall within the jurisdiction of the Public Administrator or the Public Guardian.

**Experience at the level of Deputy Public Conservator/Administrator II in the County of Los Angeles is defined as under general supervision, investigates and administers conservatorships and guardianship, conservatees, and wards, that are referred to and fall within the jurisdiction of the Public Administrator or the Public Guardian.

DESIRABLE QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with specialization in the social sciences, behavioral sciences, business administration, accounting, or a related field.

Experience working with government benefit programs such as Social Security, Medicare, Medi-Cal, Supplemental Security Income, Veteran's Administration, Managed Care.

Experience working with the Welfare and Institutions Code, Probate and Penal Code, Conservatorship and Trust Law.

Experience supervising and training Deputy Public Conservator/Administrators/Guardians.

Experience with Financial Management as a Conservator or Trustee.

Experience with Judicial Council forms designed for Probate and Mental Health Courts including but not limited to Inventory and Appraisal form, Probate Conservatorship Confidential Supplemental Information form, Change of Residence forms, Investigation Reports, Citations, and Letters of Conservatorship.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT: This examination will consist of an evaluation of training, experience based upon application information and desirable qualifications weighted 100%. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

ELIGIBILITY INFORMATION: The names of the candidates receiving a passing score on the examination will appear on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility. Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

No person may compete for this examination more than once in a twelve (12) month period.

VACANCY INFORMATION: The resulting eligible register for this examination will be used to fill vacancies within the Department of Mental Health, Public Guardian's Office.

APPLICATION AND FILING INFORMATION: All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the Department is met and is subject to closure without prior notice.

We must receive your application by 5:00 pm, PST, on the last day of filing.*

TRANSCRIPTS: In order to receive credit for any college coursework, or any type of college degree, you must provide a legible copy of the official diploma, official transcripts or official letter from the accredited* institution which shows the area of specialization, **at the time of filing or within 15 calendar days from the application filing date.**

ACCREDITATION INFORMATION:

*****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or The Association of International Credential Evaluators, Inc. (AICE).

Additional documents may be sent to exams@dmh.lacounty.gov, please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, job title, beginning and end dates, description of work performed, total number of hours worked (full or part-time), and salary earned. Resumes showing training and experience may be attached to the Los Angeles

County Application. All information and records are subject to verification.

Falsification of records can result in disqualification from the examination or termination of employment.

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID, E-MAIL AND PASSWORD: All applicants must file their application using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT:

HR Examinations Unit: (213) 972-7034

Nicholas Jordan, Exams Analyst
(213) 972-7047
najordan@dmh.lacounty.gov

ADA COORDINATOR PHONE: (213) 972-7034

TELETYPE PHONE: (800) 735-2922

CALIFORNIA RELAY SERVICES PHONES: (800) 735-2922

**COUNTY OF LOS ANGELES
Employment Information**

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended,

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and

COUNTY OF LOS ANGELES
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prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; - or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or

COUNTY OF LOS ANGELES
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Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he

was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National

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was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #b1485C
SUPERVISING DEPUTY PUBLIC CONSERVATOR/ADMINISTRATOR I
NJ

Los Angeles, CA 90010

SUPERVISING DEPUTY PUBLIC CONSERVATOR/ADMINISTRATOR I Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.
 I understand the above information and instructions.
- * 2. **MINIMUM REQUIREMENTS - TRAINING AND EXPERIENCE:** Please mark your qualifying option below:
 OPTION I - One year of experience in conservatorship, guardianship, or investigation at the level of Los Angeles County's class of Senior Deputy Public Conservator/Administrator.
 OPTION II - Two years of experience in conservatorship, guardianship, or investigation at the level of Los Angeles County's class of Deputy Public Conservator/Administrator II.
- * 3. DO YOU HAVE A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH SPECIALIZATION IN THE SOCIAL SCIENCES, BEHAVIORAL SCIENCES, BUSINESS ADMINISTRATION, ACCOUNTING, A RELATED FIELD? In order to receive credit for the required degree you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization at the time of filing.
 Yes
 No
- 4. DESCRIBE IN DETAIL YOUR EXPERIENCE WORKING WITH GOVERNMENT BENEFIT PROGRAMS SUCH AS SOCIAL SECURITY, MEDICARE, MEDI-CAL, SUPPLEMENTAL SECURITY INCOME, VETERAN'S ADMINISTRATION, AND MANAGED CARE. Please also provide the following information: each employer, payroll title, responsibilities and duties, start and end dates, hours worked per week, name and contact number of supervisor. Credit will not be given if required information for evaluation is incomplete.
- 5. DESCRIBE IN DETAIL YOUR EXPERIENCE WORKING WITH THE WELFARE AND INSTITUTIONS CODE, PROBATE AND PENAL CODES, CONSERVATORSHIP AND TRUST LAWS. Please also provide the following information: each employer, payroll title, responsibilities and duties, start and end dates, hours worked per week, name and contact number of supervisor. Credit will not be given if required information for evaluation is incomplete.
- 6. DESCRIBE IN DETAIL YOUR EXPERIENCE SUPERVISING AND TRAINING DEPUTY CONSERVATOR/ADMINISTRATORS/GUARDIANS. Please also provide the following information: each employer, payroll title, responsibilities and duties, start and end dates, hours worked per week, name

and contact number of supervisor. Credit will not be given if required information for evaluation is incomplete.

7. DESCRIBE IN DETAIL YOUR EXPERIENCE WITH FINANCIAL MANAGEMENT AS A CONSERVATOR OR TRUSTEE. Please also provide the following information: each employer, payroll title, responsibilities and duties, start and end dates, hours worked per week, name and contact number of supervisor. Credit will not be given if required information for evaluation is incomplete.

8. DESCRIBE YOUR EXPERIENCE WITH JUDICIAL COUNCIL FORMS DESIGNED FOR PROBATE AND MENTAL HEALTH COURTS INCLUDING BUT NOT LIMITED TO INVENTORY AND APPRAISAL FORM, PROBATE CONSERVATORSHIP CONFIDENTIAL SUPPLEMENTAL INFORMATION FORM, CHANGE OF RESIDENCE FORMS, INVESTIGATION REPORTS, CITATIONS, AND LETTERS OF CONSERVATORSHIP. Please also provide the following information: each employer, payroll title, responsibilities and duties, start and end dates, hours worked per week, name and contact number of supervisor. Credit will not be given if required information for evaluation is incomplete.

* Required Question